## Apply for a License

# The Vermont Online Licensing System for Educators



# Are you ready to apply? A complete application includes

- 1. Resume
- 2. Official transcripts sent to the Vermont Agency of Education
  - Mail: Vermont Agency of Education, 219 N. Main St. Suite 402 Barre, VT 05641
  - Email: aoe.licensinginfo@state.vt.us
  - If your college does not place the recommendation for licensure on the transcripts, a letter of recommendation from your institution's licensing officer
- 3. Submission of test scores. The Vermont code for ETS-Praxis testing is 8410. All testing requirements must be met before you submit your application. If you are coming into Vermont as an experienced educator from another state, obtain a letter verifying you have taught 3 of the last 7 years under a valid non-conditional educator license in the endorsement area you are seeking.
- 4. A request for a Criminal Record Check or an Authorization to Release from a Vermont School District. (This is part of the initial application.)
- 5. You will need a credit card or electronic checking account to complete the application process.

## Resources to support your work

- Link to online system
- List of endorsements / instructional levels
- Testing Requirements
- Technical Assistance:

AOE.AlisEDLicensing@state.vt.us

Do not use Google Chrome to access the system and apply for a license. It is NOT compatible and will not work.

# Beginning the application process

Connect to

https://alis.edlicensing.vermont.gov/login.aspx

• Candidate needs to 'click here' next to 'Never held an Educator

License in Vermont?'

Login Name	
Password	
Forgot Login/I	Password <b>Login</b>
Password is ca	ase sensitive.
	previously licensed cators Register Here
Never held an E License in Vern	Educator nont? Click here
To Search For a	an Educator Click here

# Complete the initial registration

## **Initial User Registration**

Fields marked with asterisk (\*) are required

i cisonal information					
If you do not have US Social Last Name *	al Security Number; pleas	se contact Vermont Agency of Educa	ation at 802-479-1700.	Middle Name	
Suffix	Maiden I	Names/Other First & Last Names	<b>1</b>	DOB *	
SSN *					
Contact Information					
Our primary means of come Country * Street 1 * City * Phone # - Ext. * Preferred E-mail *	munication is by email. P United States	Please give us an email address you  ▼  Street 2  State/Province *  Alternate Phone # - E	Vermont	ng during the summer.  Zip * Fax	
Preferred E-mail		Alternate E-mail			
Online Account Inform	ation				
Login Name * Password *	Passwor	d is case sensitive and must be at l	east 8 letters long with at le	ast one upper case and one	number.
Retype Password *					

Personal Information

# Verification you are registered

## Dear Billy Goat,

- You have been successful registered with online services.
- This is a system-generated message; please DO NOT reply to this email. If you have any questions, please contact customer service at: AOE.AlisEDLicensing@state.vt.us

Thank you,

Office of Educator Quality

Vermont Agency of Education

219 North Main Street, Suite 402 Barre, VT 05641



An email will be generated from the Online System (VT-AOE-Message@state.vt.us) and sent to the email address you provide. This confirms your registration. Check your spam folder if you do not receive the email.

# Applying

Once you complete the initial user registration, you will be routed immediately into the application process. You will see the next slide, <u>Initial Licensure Application</u>

Proliminary Ouestions

**Preliminary Questions.** 

OR

If you need to log back into your account to complete the Application, log into your account and choose Apply for New License.

Before / during the application submission process:

<u>Have required test scores sent to Agency of Education</u>

Have official college transcript(s) sent to AOE

(electronically to: <u>AOE.LicensingInfo@state.vt.us</u>)

#### WHAT DO YOU WANT TO DO?

View Pending Online Application(s)

Update Profile

Renew License(s)

Criminal Record Check

Add New Endorsement

Reinstatement License(s)

Print License Details

View/Amend IPLP

Apply For Retired License

Apply for New License

Change Password

PL Activity

# Initial application: preliminary questions

Initial Licensure Application Preliminary Question(s)		
Have you received a contract offer to teach or lead in a Vermont School?	○ Yes	○ No
Have you completed a <b>Vermont State</b> approved educator preparation program at a college or university or alternative program through a bachelor, post-baccaleaurate or master's degree program and received a recommendation for licensure at the time of graduation?	OYes	○ No
Do you have a current, comparable license (teacher, or administrator) from a state with which Vermont has signed the NASDTEC Interstate  Agreement and can demonstrate at least 3 years of successful work in a school within the past 7 years in the licensure endorsement or subject area?  To know more details about the requirements for this process click here	○Yes	○ No
Have you graduated from a state-approved educator preparation program in another state and received a recommendation for licensure from that institution for that state?	○Yes	○ No
Do you have credentials from another country? You must demonstrate they meet the equivalent degree requirements specified in the endorsement competencies. To know more details about the transcript review process click here	○Yes	○ No
Do you have a conferred master's degree in Communication Science, Speech Language Pathology, or Audiology?	○Yes	○ No

Reset

Save & Go to Next Step

# Review & update Personal Information

Gender is required. Ethnicity is required. Race is required.

Personal Info	IIIauvii							
Last Name * Suffix Gender * SSN *	Goat  Choose One   xxx-xx-2333	First Name * Maiden Names/ Ethnicity *	Other First & Last Names	Billy Choose C	One 🔻	Middle Name DOB * Race *	01/01/1957 Choose One	<u> </u>
Contact Infor	nation							
Our primary me Country * Street 1 * City * Phone # - Ext. * Preferred E-mail	United States 1 Farm Rd. Plowsville 802-555-1212	-	ve us an email address you will o Street 2 State/Province * Alternate Phone # - Ext. Alternate E-mail	check regularly, inclu	uding during th		6666	
	-		your L/RSB Chair will be able mission to see your contact	☐ AOE Staff outsid☐ Professional Org	ganizations		ve!	

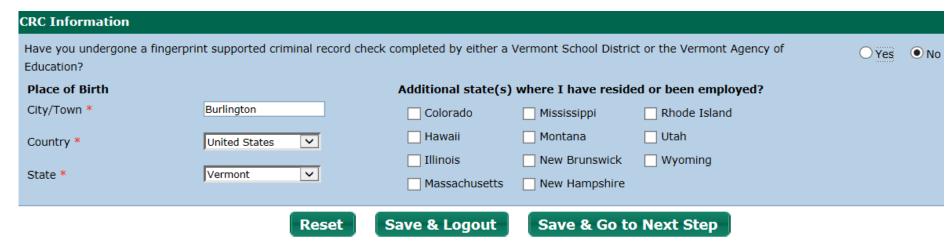
Reset

Save & Logout

Save & Go to Next Step

# If you have <u>not</u> had a Criminal Record Check completed by the Agency or a Supervisory Union

You will be prompted to complete the following information:



 The rest of the criminal record check process is completed via your 'checklist' when you submit your application.

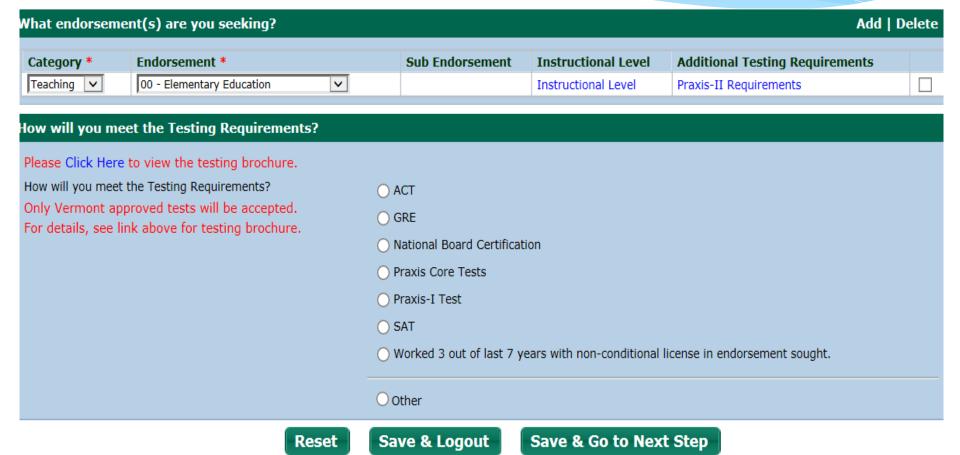
# If you <u>have</u> had a Criminal Record Check completed by the Agency or a Supervisory Union

Initial License Application - Traditional	Route
	Fields marked with asterisk (*) are require
PERSONAL INFORMATION INFORMATION INFORMATION EMPLOYMENT DETAILS GOOD STANDING DECLARATION DISCLOSURE FORM	ATTESTATION
CRC Information	
Have you undergone a fingerprint supported criminal record check completed by either a Vermont School District or the Vermont Age	gency of    Yes   No
CRC Originator * Supervisory Union V  Supervisory Union * Barre SU V	
Have you worked in a Vermont school district a period of time each school year from report date to current date?	● Yes ○ No
Depending on the official report date additional information may be requested.	
Reset Save & Logout Save & Go to Next Step	

•You will be prompted to complete the 'CRC Originator' and Supervisory Union section. The rest of the criminal record check process is completed via your 'checklist' when you submit your application.

# License and testing requirements

- Under 'What endorsement(s) are you seeking?' Click ADD.
- Choose a category, endorsement, and sub-endorsement if necessary.
- Click Instructional Level a pop up window will open.



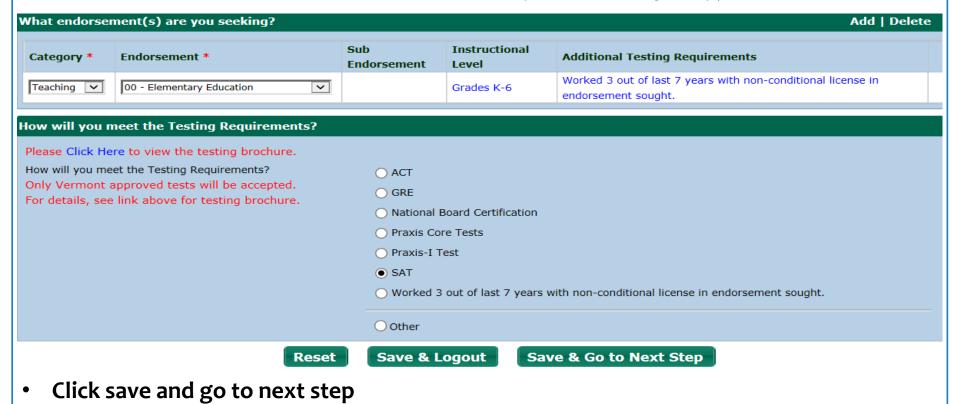
- Click Instructional Level a pop up window will open. (If the window does not open close Google Chrome. Log back into your account using Internet Explorer or Firefox and choose Apply for New License, your application will be saved here.)
- Choose the instructional level for your endorsement (<u>List of endorsements</u> / <u>instructional levels</u>) Click OK pop up will close.

## Additional Information for Endorsement Instructional Level Please check the instructional level(s) sought. Grades K-6 Under Additional Testing Requirements – Click Praxis-II Requirements if Praxis II is required (if not the link will not appear) – a pop up window will open. What endorsement(s) are you seeking? Add | Delete **Sub Endorsement Instructional Level Additional Testing Requirements** Category \* Endorsement \* Teaching 🗸 00 - Elementary Education V Grades K-6 Praxis-II Requirements Choose how you will meet the Praxis-II Requirements – click ok. Additional Information for Endorsement Praxis-II Requirements (Does not apply for SLP) How will you meet the Praxis-II requirements? Praxis II Test Worked 3 out of last 7 years with non-conditional license in endorsement sought.

No Change-Close

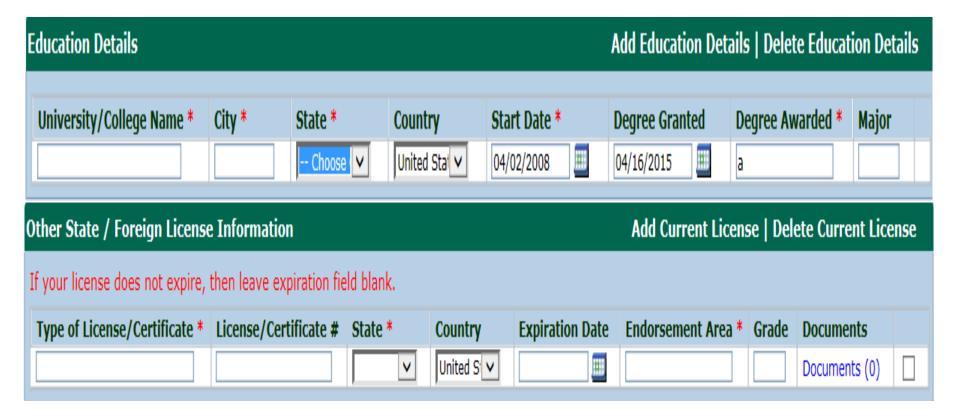
# Testing Requirements

 Under 'How will you meet the testing requirements?' Choose how you will meet VT's basic skills test (view our <u>Testing Requirements</u> for questions on submitting SAT/ACT/GRE/Praxis I scores to the AOE and if your scores qualify).



# Education Details and Other State Foreign License Information

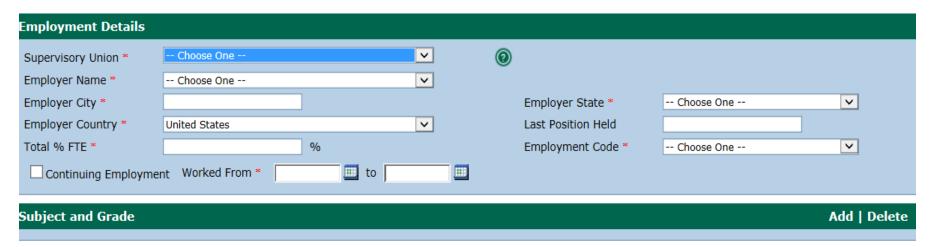
- Click Add Education Details and complete the information.
- If you hold an Educator / Administrator License in another state / country, click Add Current License, input your information and upload a copy of the license.



## **Employment Detail**

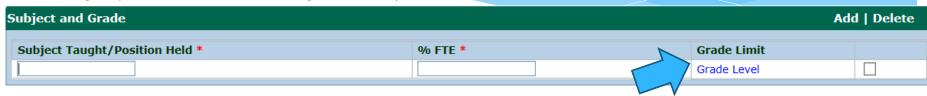
- Under Employment Detail click Add Employment
- Complete the employment section even if you are not employed by a school. (For educators employed by a district, this will link you to your Local/Regional Standards Board)
  - You can list your student teaching experience in this section.
  - •List 'Worked From' start and end dates <u>unless</u> you are still employed at the school. In this case check 'continuous employment' and do not enter an end date.
  - •Total % FTE is percentage you are employed (full time equivalent)

    Employment Details



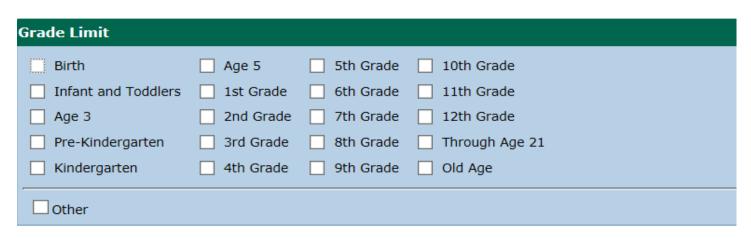
## Subject Level and Grade

- Under Subject and Grade click Add
- Enter the subject taught and position held as well as the total % FTE (percentage you are employed i.e. full time equivalent)

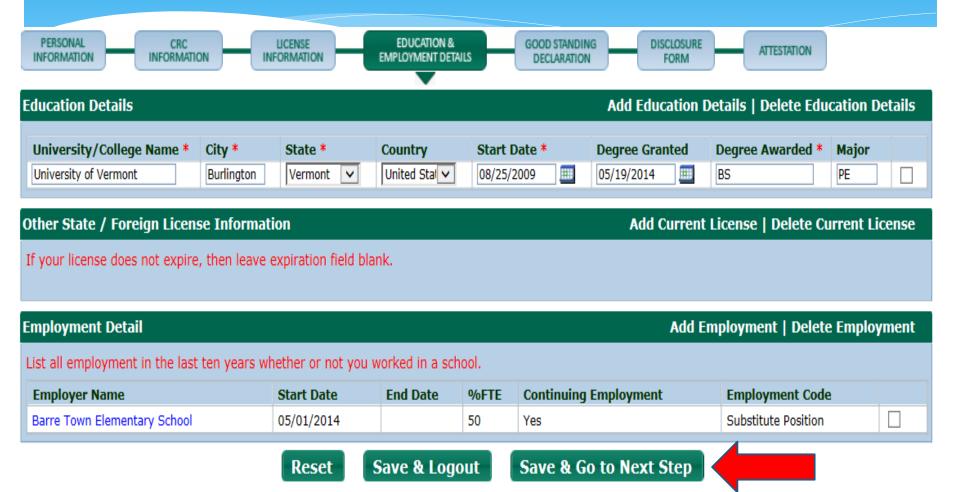


•Under Grade Limit – Click Grade Level – a pop up will open. Choose the grades that you teach / taught, click OK. Click OK again.

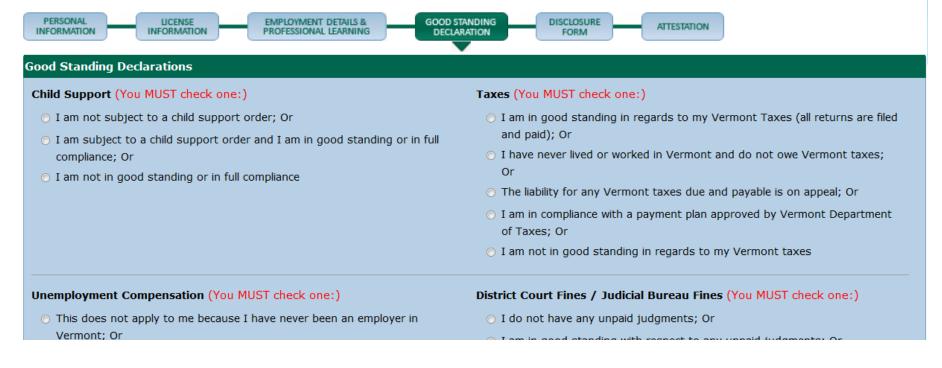
#### **Grade Limit**



# Completed view: education and employment details

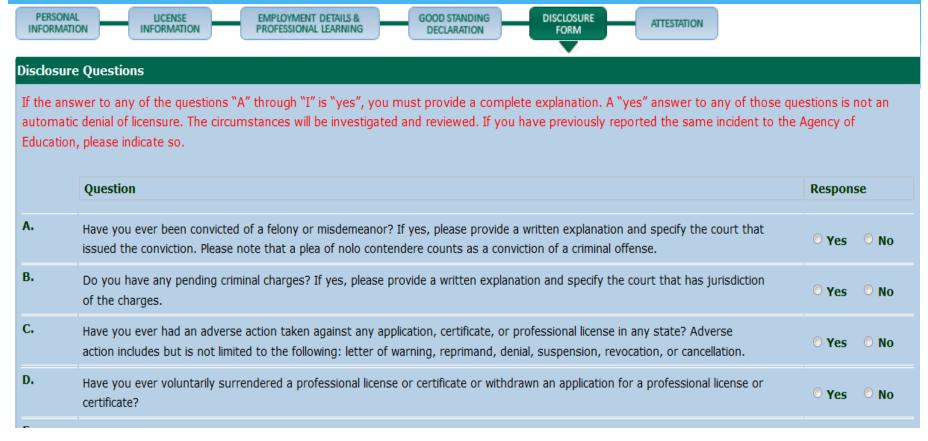


# Complete Good Standing Declaration Form



- You must select a response for each section. You may need to submit addition information depending on your response.
- When this step is complete, Save & Go to Next Step

# Complete the Disclosure Form



- You must select a response for each section. You may need to submit additional information depending on your response.
- When this step is complete, Save & Go to Next Step

## Attestations

## Complete this section and click Pay Now

## Oath You MUST check one of the following: Oath or Affirmation. Oath or Affirmation I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Vermont and the Laws of the United States and of the State of Vermont. ○ I am a citizen of a foreign country. Under Title 16 § 12, I am not required to sign this Oath. Consent for Release of Information Place of Birth City/Town \* Country \* United States State \* -- Choose One --You must check the following: I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in Vermont Adult Abuse Registry and/or the Vermont Child Protection Registry to the Vermont Agency of Education. Attestation You must check the following: I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof. I agree to a check of any record of criminal convictions as per VSA, Title 16, Chapter 5, Subchapter 4, which may be maintained by the Vermont Criminal Information Center, the criminal record repositories of other states where I have been employed and/or resided, and the FBI. I understand that the results of that check will be made available to Vermont Agency of Education in accordance with VSA, Title 16, Chapter 5, Subchapter 4, and will be used in reviewing my suitability for employment. I have read and understand the Maintenance and Destruction Policy. I further understand that within 30 days of receiving the results of the record checks, I have the right to appeal the findings to the: Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, VT 05671-2101 or the Federal Bureau of Investigation's Criminal Justice Information Services Division, Attention: Criminal History Analysis Team 1, 1000 Custer Hollow Road, Clarksburg, WV 26306.

## Non-refundable Application Fee

 On the Fee Detail screen click Pay Now. You will be redirected to our payment gateway.

**Fee Detail** 

Additional licensing fees will be requested when application review is completed.

Application Processing Fee \$40.00

Total Fee \$40.00

**Edit Application** 

**Pay Now** 



## **Payment Process**

Select Payment Method and Continue to proceed with payment.

### Transaction Summary

#### Description

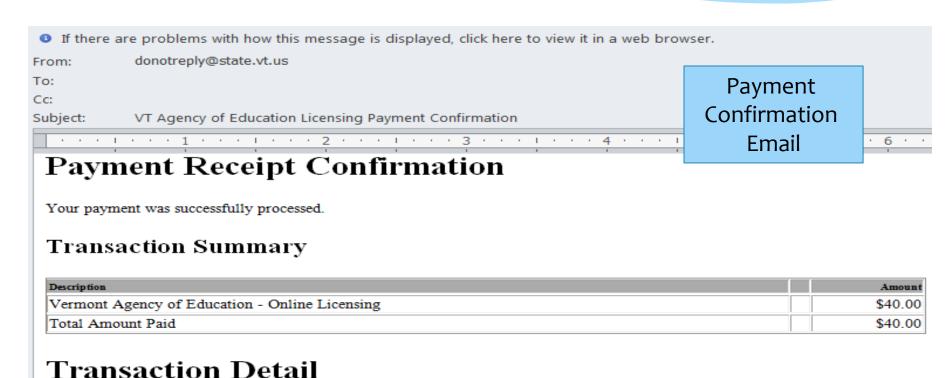
Vermont Agency of Education - Online Licensing

### Transaction Detail

SKU	Description	Unit Price	Quantity
LIF	Licensing Fees	\$40.00	1

# Payment Confirmation Email

 Once your payment has been completed, you will receive an email from donotreply@state.vt.us confirming your payment.



# Application Submission Confirmation Email

 You will receive an email from VT-AOE-Message@state.vt.us confirming your application submission.

Dear Chester Arthur,

Thank you for using online services.

- Your license application has been submitted to the Vermont Agency of Education. Your transaction number for this online application is 1865.
- Make sure that you send all supporting documents for your online application. The application will not be reviewed until all required documents are received.
  - o To attach the documents electronically, please login into https://vtaoe-uat.aithent.com:9443/login.aspx and follow the "View Pending Application" link.
  - o To submit documents by mail, please send to 120 State Street.
- Once the review of your application is complete; you will receive an email notification.
- To check the status of your online application please login into <a href="https://vtaoe-uat.aithent.com:9443/login.aspx">https://vtaoe-uat.aithent.com:9443/login.aspx</a> and follow the "View Pending Application" link.
- This is a system-generated message; please DO NOT reply to this email. If you have any questions, please contact customer service at: <u>AOE.AlisEDLicensing@state.vt.us</u> Please include your transaction communication.1865

Thank you, Office of Educator Quality Vermont Agency of Education

219 North Main Street, Suite 402 Barre, VT 05641

## Confirmation and checklist

### **Online Initial License Application Submitted**

#### Confirmation

Thank you for using our online services. Your Initial License Application is being submitted to the Vermont Agency of Education for further review. Your online transaction number is 72. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

If you would like to print your online application summary <u>click here</u>

#### Checklist

Item #	Item	View/Attach	Item Status
1	Review Good Standing Declaration.	Documents (0)	Pending
2	Review Disclosure form	Documents (0)	Pending
3	Current Certification in First Aid	Documents (0)	Pending
4	Current Certification in Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator (AED)	Documents (0)	Pending
5	Authorization to release criminal record check information.	Please click here to print the form and send the form to the Supervisory Union that originally processed your criminal record check.	Pending
6	Letter of Continuous Employment.	Documents (0)	Pending
7	Review transcripts	N/A	Pending
8	Review Exam Data	N/A	Pending
9	Resume	Documents (0)	Pending
10	Review testing requirements for Praxis Core Tests	N/A	Pending
11	Others	Documents (0)	N/A

## Confirmation & checklist Request CRC

 For instructions on completing the criminal record check (whether you answered no or yes) review this short tutorial.

Item #	Item	View/Attach	Item Status
1	Review Good Standing Declaration.	Documents (0)	Pending
2	Review Disclosure form	Documents (0)	Pending
3	Request for Criminal Record Check.	Please click here to print the form. You need to print this form, have it notarized and mail to the Vermont Agency of Education.	Pending
4	Vermont Criminal Information Center, Fingerprint Authorization Certificate.	Please click here to print the form you need to take to a fingerprinting center. Click here to view the Vermont Criminal Records Check packet that contains information about Vermont Fingerprint Identification Centers and instructions for out-of-state/country	Pending

# Checklists Vary by endorsement / background / CRC etc.

- #1 & 2 are reviewed by AOE staff
- First Aid Certification is required for Physical Education, School Nurse, and Associate School Nurse only.
- CPR Certification is required for Health, Physical Education, School Nurse, and Associate School Nurse only.
- Print the 'Authorization to Release Criminal Record Check Information' form if you have completed a background check through your supervisory union. Sign and give the form to your supervisory union that holds your CRC.
- Letter of continuous employment is required only for employment verification to verify teaching 3 out of last 7 years under permanent license in endorsement sought.
- Transcripts (See Slide 29)
- Review exam data is reviewed by AOE staff

## **Checklist Continued**

- Resume Click document(s) and upload a current resume
- Review testing requirements for Praxis Core Tests is reviewed by AOE staff
- Others Is any additional information you would like to include

## **Processing**

- Agency staff review your application for completeness.
- Licensing Specialists will email you using the preferred email on record to request additional information if needed. Please check this email frequently.
- Application processing takes 6 8 weeks to complete.
- Application status: Will be available 30 days after applying. (Call center services are only available for applications over 30 days.)
- Please note that Licensing Specialists cannot speed up the process of your application.

## Transcripts

- Official College transcripts are required and should be sent to the Office of Educator Licensing – Vermont Agency of Education.
  - Electronic transcripts may be sent to AOE.LicensingInfo@state.vt.us
  - Paper in a sealed envelope from institution of higher education
- Licensing Specialists will upload the transcripts into your file
- When a transcript arrives at the AOE, you will be notified via email

# AOE approval- Request of final payment

Once your application has been approved, you will receive an email from <a href="https://www.vt-AOE-Message@state.vt.us">VT-AOE-Message@state.vt.us</a> requesting that you logon and complete your payment.

From: VT-AOE-Message@state.vt.us

To: AOE - Alis ED Licensing

Cc:

Subject: Traditional Route license application Review Completed by AOE – Waiting for Payment

### Dear Chester Arthur,

- Review of your online license application has been completed by the Vermont Agency of Education. Your transaction number is 1865.
- Please login to <a href="https://vtaoe-uat.aithent.com:9443/login.aspx">https://vtaoe-uat.aithent.com:9443/login.aspx</a> and pay the applicable fee.
- Note: Your I Professional Educator License (Level I) will be approved only after the payment has been received.
- This is a system-generated message. Please DO NOT reply to this email. If you have any questions, please contact the AOE: AOE.AlisEDLicensing@state.vt.us. Please include your transaction number 1865 in your communication.

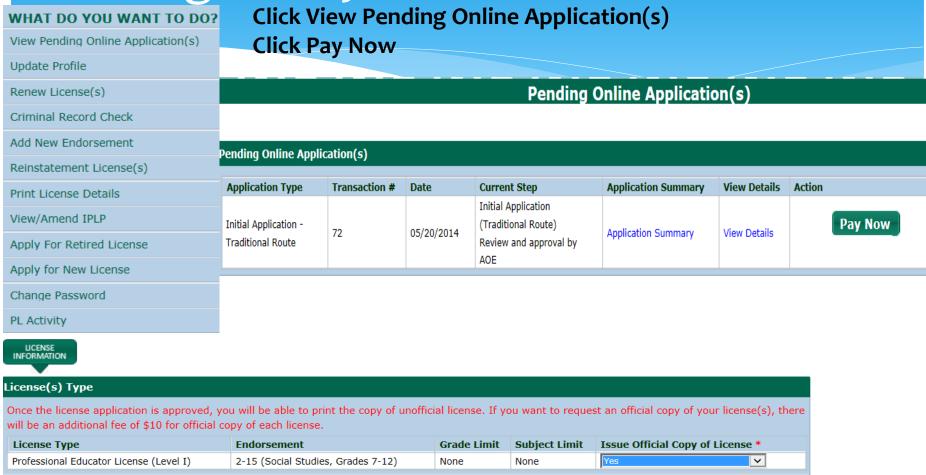
Thank you,
Office of Educator Quality
Vermont Agency of Education
219 North Main Street, Suite 402 Barre, VT 05641





Sent: Mon 4/20/2015 1:54 PM

# Login to your 'ALiS' account



If you want a formal copy of your License there is an additional fee of \$10.00. Choose yes and click Pay Now.

Back

**Pay Now** 

## The Fee Details screen displays the total cost for your license. Click Pay Now.

Fee Details		
Initial License Fee for Level I License Printing Fee		\$120.00 \$10.00
Total Fee		\$130.00
	Edit Application Pay Now	

You will be redirected to our payment gateway.



## **Payment Process**

Select Payment Method and Continue to proceed with payment.

### Transaction Summary

## Description Vermont Agency of Education - Online Licensing

#### **Transaction Detail**

SKU	Description	Unit Price	Quantity
LIF	Licensing Fee	s \$40.00	1

## Payment Confirmation & Email

Once your payment has been completed, you will receive an email from donotreply@state.vt.us confirming your payment.

#### Confirmation

Thank you for using our online services to make the payment for your Initial Licensure Application (transaction # 1865). If we need any additional information, the Vermont Agency of Education will contact you.

Payment

**Email** 

**Return to Home** Logout Fror To: Cc: Subject: VT Agency of Education Licensing Payment Confirmation Confirmation

## Payment Receipt Confirmation

Your payment was successfully processed.

### Transaction Summary

Description	Amount
Vermont Agency of Education - Online Licensing	\$130.00
Total Amount Paid	\$130.00

### Transaction Detail

Rilling Information

SKU	CU Description		Unit Price	Quantity	Amount
LIF	Licensing Fee	es	\$130.00	1	\$130.00
				TOTAL	\$130.00
Custome	r Information		Payment Information		
Custome	er Name	Rebecca Payment Type C		Credit Card	
Local Re	eference ID	1865	Credit Card Type	rd Type VISA	
Receipt 1	eceipt Date 4/20/2015		Credit Card Number		*****7892
Receipt Time 02:15:21 PM EDT		Order ID		12044244	
			Billing Name		Rebecca

# PRINT a copy of your license

Once you receive confirmation from the AOE; Log in, you will be brought to your home page; click on 'Print License Details'

#### **Contact Information**

Name: Serena Franks

Dirt Rd

Montpelier VT 05602 Phone #: 802-828-2445

Email: catherine.franks@state.vt.us

#### WHAT DO YOU WANT TO DO?

View Pending Online Application(s)

Update Profile

Renew License(s)

Criminal Record Check

Add New Endorsement

Reinstatement License(s)

Print License Details

View/Amend IPLP

Apply For Retired License

Apply for New License

Change Password

PL Activity

Welcome to the Vermont Online Licensing System for Educators!

Educators: Please confirm and update your Profile Information in the System by accessing the "Update Profile" option in the menu.

We are currently conducting a Field Test for 2014 Renewals. Those participants have already been notified. All other Renewal Applications must be completed through the existing paper process and in accordance with your L/RSB (if applicable).

A second Field Test will be conducted this spring for Temporary and other application processes. If you are interested in completing an online application for Initial Licensure, Reinstatement, Retired, Transcript Review or Peer Review please contact the AOE at AOE.AlisEDLicensing@state.vt.us

To access user guides click on the Help link in the upper right corner. For optimal use of the Help Guide, we recommend having the latest version Adobe Reader Additional materials can be found in the Educator Licensing section on the Vermont Agency of Education website.

## Formal License

Open

Save

Cancel

Do you want to open or save

License.pdf (25.7 KB) from alis.edlicensing.vermont.gov?

Click on 'open' in this message

This information is generated directly from the Vermont Online Licensing System for Educators, shows current educator credentials, and is current in real time.



Unofficial License  Educator License Details			
Educator Information			
Name: YESALONIA, SUSAN A.	Educator ID		
Professional Educator License (Level II)			
Endorsement	Status	Expiration Date	HQT Status
3 -08 (Physical Education, Grades PK-12)	Currently Licensed	06/30/2020	
3 -31 (Health Education, Grades PK-12)	Currently Licensed	06/30/2020	

# Questions??

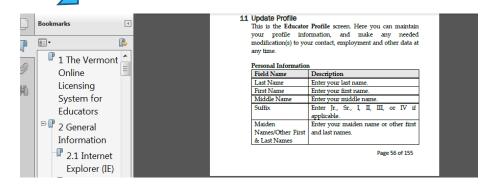
**Use the Educator Help Guide** 

Welcome SUSAN YESALONIA | Help | Home | Logout



Click here to get help





- Contact the Licensing Office
  - AOE Alis ED Licensing at <u>AOE.AlisEDLicensing@state.vt.us</u>